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NOTICE

Personnel

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NO. [REDACTED]

February 1954

UTILIZATION OF MEDICAL, SECURITY, AND PSYCHOLOGICAL
SERVICES IN THE SELECTION AND RETENTION
OF AGENCY PERSONNEL

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1. PURPOSE

The purpose of this notice is to clarify policies and responsibilities regarding utilization of medical, security, and psychological services in the recruitment, appointment, reassignment, and separation of Agency employees.

2. SCOPE

The provisions of this notice shall be applicable to all Agency staff employees and staff agents and to other types of personnel utilized by the Agency ~~where appropriate.~~ *except those specifically exempted*

14 Requests to be published separately

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3. AGENCY PERSONNEL PROGRAMS

a. Responsibilities. The Assistant Director for Personnel ^{has primary} exercises basic responsibility for Agency programs involving the recruitment, appointment, reassignment, and separation of Agency employees. This responsibility includes the duty to provide, through staff relationships, for the coordination [REDACTED] of the following facilities and services whenever related to basic Agency personnel programs:

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- (1) Medical services, including psychiatric phases.
- (2) Psychological ^{Service S.} tests, interviews, and appraisals (referred to hereafter as psychological evaluations).
- (3) Personnel security.

b. Policies. The Assistant Director for Personnel shall, in discharging his responsibilities for maintaining Agency personnel programs, provide for appropriate utilization and coordination of the above facilities and services. Thus, recommendations and professional decisions from Agency components other than the Office of Personnel affecting Agency personnel programs are subject to staff review and implementation by the Assistant Director for Personnel. If the Assistant Director for Personnel does not concur, he shall notify the originating component. The originating component may then, if it so desires, appeal the case through command channels to the Deputy Director for decision.

Check with Para 6-A

4. AGENCY MEDICAL PROGRAMS

a. Responsibilities. The Chief, Medical Staff is responsible for

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providing medical services in support of basic Agency personnel programs including evaluations and recommendations concerning the physical, mental, and emotional health of Agency employees.

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In the performance of these responsibilities, he shall provide such physical, psychiatric, and [REDACTED] psychological medical services as are appropriate and necessary for accomplishing diag-

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nosis, consultation, treatment, and prevention. Preventive measures shall be emphasized through a medical ~~selection~~ program designed to eliminate the psychoses, neuroses, character disorders, personality types, and the physically disqualified that may not adjust to environments within the Agency. The Chief, Medical Staff has sole responsibility for professional medical decisions as to the physical and emotional fitness of Agency employees and applicants for general Agency utilization and for appropriate safeguarding of privileged information related thereto.

b. Policies. In addition to the provisions of Agency Regulation No. [REDACTED] the Chief, Medical Staff shall at his discretion:

- (1) Accomplish psychiatric examinations of applicants for employment when being examined for compliance with Agency medical standards.
- (2) Schedule and accomplish any psychiatric examinations of employees now on duty and for whom, in the judgment of the Chief, Medical Staff, [REDACTED] the Assistant Director of Personnel, or supervisors concerned, such examinations appear warranted.
- (3) For employees being considered for assignment to sensitive positions or to overseas posts accomplish psychiatric

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examinations prior thereto whenever evidence exists indicating the desirability of such examinations.

5. AGENCY PSYCHOLOGICAL ASSESSMENT PROGRAMS

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- a. Responsibilities. The Director of Training is responsible for furnishing psychological evaluation services of a non-medical nature in support of basic Agency personnel programs. Psychological evaluations shall provide for appraisals and recommendations concerning leadership, mental ability, and social adaptability in relationship to suitability for specific jobs and environments. Cases indicating the need for psychiatric examination shall be referred promptly to the Chief, Medical Staff for action. The Director of Training shall control the routing and retention of psychological evaluation reports and related consultations in a manner consistent with the best interests of the Agency and its employees. Aptitude and proficiency testing programs necessary in other components of the Agency shall be coordinated with and reviewed and approved by the Director of Training.
- b. Policies. (The provisions of this paragraph are subject to the limitations of available facilities.) Applicants for employment meeting Agency medical and security standards may, at the discretion of the Assistant Director for Personnel, be referred to the Office of Training for psychological evaluations. In particular, employees being considered for assignment to sensitive positions or overseas posts shall be psychologically evaluated prior thereto. Employees now on duty and for whom

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psychological evaluations appear desirable may, at the discretion of the Assistant Director for Personnel, or the supervisors concerned be referred to the Office of Training for psychological evaluation.

6. AGENCY PERSONNEL SECURITY PROGRAMS

a. Responsibilities. The Director of Security is responsible for providing personnel security services in support of basic Agency personnel programs. These services shall include recommendations designed to select and retain applicants and employees meeting personnel security standards established by the Director of Security. The Director of Security has sole responsibility for professional decisions as to the security fitness of Agency employees and applicants for general or specific Agency utilization and for appropriate safeguarding of privileged information related thereto.

b. Policies. Applications for employment under active consideration will be referred by the Assistant Director for Personnel to the Director of Security for processing and security clearance. ^{in addition} The Director of Security shall review proposed reassignments of Agency employees to sensitive positions or overseas posts. Such additional personnel security measures or actions as are deemed necessary by the Director of Security may be undertaken on his own initiative.

7. SUPERVISORY REFERRALS

Each supervisor shall be responsible for referring to the

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officials mentioned elsewhere in this notice those matters
appearing to warrant their attention.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

C. P. CABELL
Lieutenant General, USAF
Deputy Director

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